

## Local Public Health Agency Action Plan Template – **EXAMPLE**

### Teen Motor Vehicle Safety One-Year Planning Period FY13

**Agency:** Montgomery County Public Health

**Date Originally Developed:** July 1, 2012

**Date Revised:** n/a

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#### Background

The purposes of the Background section are to frame the issue, justify the program, provide compelling background information, and provide context to the reader about why the agency is undertaking the work outlined in the action plan. Potential elements to include are: relevant national, state, and local data; connection to CDPHE Winnable Battles, MCH Priorities, or HP 2020 objectives; identification of unmet need; community health assessment and prioritization process results; consequences to families and communities if need is not addressed; previous progress made; and the political environment in the community.

*Example...Between 2004 and 2010, Colorado experienced over a 60 percent reduction in motor vehicle fatalities among youth aged 15-19. This decrease was largely the result of passing several state laws that improved the safety of young passengers and drivers on the road, such as legislation that strengthened Colorado's original graduated driver's license (GDL) law. However, despite these advancements, motor vehicle injuries remain a leading cause of death among teenagers in Colorado. In Montgomery County, X number of teens, aged 15-19, died as a result of injuries sustained in motor vehicle crashes, and another X number of teens were hospitalized in 2010. Montgomery County identified teen motor vehicle safety as a priority in the community health assessment process... Improving teen motor vehicle safety is one of the CDPHE Winnable Battles and one of the nine MCH performance measures...Additionally, Montgomery County received a CDOT grant to work on teen motor vehicle safety...*

| Goal(s) |  | Data Source(s) |
|---------|--|----------------|
|---------|--|----------------|

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|----|--|---|
| G1 | The Goal is the global statement about the overall aim, mission, or purpose of the program that addresses long-term effects. The goal covers a 3-year time frame. Enter one or more long-term goals here. The objectives (below) are the anchor for the action plan, so if one objective will influence more than one long-term goal, it is appropriate to enter more than one goal in this section. Delete unneeded rows. | Enter data sources that correspond to the goal. |
| G2 | <i>Example: Reduce the rate of teen motor vehicle fatalities in Montgomery County of teens ages 15 to 19.</i>  | <i>Example: Death Certificate Data</i>          |

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| <b>State Performance Measure(s)</b>  |
| Enter appropriate State Performance Measures here. These are available in the MCH Guidelines.    |
| <i>Example: Motor vehicle death rate for teens ages 15-19 years old.</i>                         |
| <b>National Performance Measure(s)</b>   |
| Enter appropriate National Performance Measures here. These are available in the MCH Guidelines. |
|  |

**Objective A:** Objectives are specific and measurable steps that lead to the goal. Objectives set the foundation for planning the activities, help set program priorities, set targets for accountability, describe what tangible results will occur due to the program, and provide the framework for program evaluation. Common outcome objectives address: disease/injury/deaths rates, behavior change, or skill development. Enter one objective here in SMART form (specific, measureable, achievable, relevant, and time-framed).

*Example: By September 30, 2013, all local teen driving safety partners in Montgomery County will have plans in place to implement evidence-based programs to improve teen driving safety.*

**Lead:** Enter the name of the person responsible.

**Email/Phone:** Enter the contact information of the Lead.

**Target Population:** Identify the group(s) you are *directly* impacting through the above objective.

*Example: Local driving safety coalitions and organizations, local high schools, & CDOT*

**As Measured by:**

- Enter how the objective will be measured. What measure/indicator will change if the objective is successfully met?
- *Example: The percentage of teen motor vehicle safety programs in Montgomery County that implement evidence based strategies*

**Evaluation of Measures:**

- For the final annual report, provide the actual measurement of progress
- May be quantitative
- *Example: #%*

**Evaluation of Objective:** For the final annual report, provide a brief narrative on the progress of the objective, including successes and challenges. Discuss how the strategy contributed to moving the objective forward.

| Strategy   | Key Activities   | Target Completion Date                     | Responsible Persons/ Group                   | Monitoring Plan  | Completed  |
|--|--|--|--|--|--|
| Enter an evidence-based or promising practice intervention that will drive the objective and guide the key activities. | Describe the high level activities the agency will conduct in order to achieve the objective. Add additional rows, as necessary.       | Enter targeted due date for this activity. | Enter responsible party.                     | Briefly describe how you will monitor progress on this activity. | For the annual report, comment if activity was completed or not. |
|  | <i>Example: Conduct an environmental scan to determine which teen motor vehicle programs are currently being implemented in county</i> | <i>Example: 12/1/12</i>                    | <i>Example: LPHA teen motor vehicle lead</i> | <i>Example: Results of environmental scan</i>                    |  |

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| <p><i>Example:</i><br/>Provide technical assistance on programmatic motor vehicle safety best practices.</p> | <p><i>Example: Administer a survey to those identified teen motor vehicle programs in the county:</i></p> <ul style="list-style-type: none"> <li>▪ <i>To identify the resources they need to implement evidence-based strategies</i></li> <li>▪ <i>To identify their strengths &amp; barriers to implementing evidence--based strategies</i></li> </ul> | <p><i>Example:</i><br/>2/1/13</p>  | <p><i>Example:</i><br/>LPHA teen motor vehicle lead</p> | <p><i>Examples:</i><br/>Results of survey</p>                    |  |
|  | <p><i>Example: Using the survey results, create a section on Montgomery County's Public Health Department's website where best practices, tools, and resources will be posted, maintained, and updated.</i></p>   | <p><i>Example:</i><br/>Webpage launch 4/1/13<br/><br/>On-going maintenance</p> | <p><i>Example:</i><br/>Program Assistant</p>            | <p><i>Example:</i><br/>Completed new website section</p>         |  |
|  | <p><i>Example: Work with CDOT to obtain and disseminate information on programmatic best practices to partners.</i></p>   | <p><i>Example:</i><br/>9/30/13</p>   | <p><i>Example:</i><br/>Program Assistant</p>            | <p><i>Example: Up-to-date information posted on website.</i></p> |  |